

**ADMINISTRATIVE PROCEDURES OF THE
MILWAUKEE PUBLIC SCHOOLS**

**ADMINISTRATIVE PROCEDURE 6.23(5)
FILLING CENTRALLY-ASSIGNED ADMINISTRATIVE VACANCIES**

(a) AUTHORITY OF THE SUPERINTENDENT

1. When a non-cabinet Central Services administrative position is vacated or newly created, the Superintendent will determine if the position is to be filled by appointment or through the interview process. Once the Superintendent has determined to fill the Central Services administrative vacancy through the interview process, it is the expectation that all Central Services and field vacancies will then be advertised internally and externally. Interested applicants who meet the qualifications for the job can apply through the district's normal application process which is outlined on each job posting. However, the Superintendent will maintain the final authority for the recommendation. The Superintendent will have the authority to assign or nominate for appointment an individual to fill a Central Services administrative vacancy, in lieu of advertising the vacancy, for the following reasons:

- a. the best interests of the district;
- b. organizational needs;
- c. specialized requirements of the position;

2. Every reasonable effort will be made to fill a Central Services administrative vacancy within 120 days of the occurrence of the vacancy. This timeline may be extended at the discretion of the Superintendent. In the event the vacancy will be filled through the interview process, steps (b) through (f) below will be followed.

(b) ADVERTISING CENTRAL SERVICES VACANCIES

1. The Office of Human Resources will advertise or cause to be advertised those Central Services administrative vacancies that will be filled through the interview process. A focus on diversity among qualified candidates will be a continuous goal in all advertising. Advertisements for Central Services administrative vacancies will be placed on the MPS website, on the State of Wisconsin's website, and on national websites, and will be sent to national periodicals, related national organizations, community newspapers, and selected colleges and universities as determined by the Office of Human Resources. Classified administrative vacancies will be advertised and screened by Staffing Services and will be filled in accordance with established Civil Service procedures.

2. After the published deadline, no additional applications will be accepted; however, the Office of Human Resources will have the discretion to extend the posting period or to reopen the application process if it determines that such action is necessary to ensure an adequate, representative number of qualified applicants, consistent with the Board's policy on equal employment opportunity.

(c) SUBMISSION OF APPLICATIONS

Any individual interested in being considered for an advertised vacancy must complete and submit an official application form, along with any other information, as determined by the Administration, that will establish the individual's eligibility as a qualified candidate for the specifically advertised vacancy. Applications submitted after the advertised application deadline will not be considered. At the conclusion of the selection process, applications of unsuccessful candidates will be archived. A separate application must be submitted for each vacancy.

(d) SCREENING OF APPLICATIONS

1. For all administrative applications, the Office of Human Resources will conduct an initial screening to determine if the applicants have provided evidence of their qualification for the position.

2. The Office of Human Resources will also verify the professional training, as required by the specific job description, and official transcripts from issuing institutions and will conduct reference checks of all eligible candidates.

(e) INTERVIEW PANEL

1. When a Central Services administrative vacancy that is to be filled through the interview process becomes available, an Interview Panel will be created for the purpose of interviewing eligible candidates. The Panel must be representative with regard to race, gender and national origin, to the extent possible.

2. The Interview Panel must consist of the following members:

- a. a parent/community person;
- b. a principal;
- c. a department employee;
- d. two Central Services department employees

3. Each interview panel shall receive training in proper interview techniques. The Employment Compliance Officer shall oversee such training. The Employment Compliance Officer shall ensure that the interview process is conducted in a fair and valid manner, consistent with generally accepted personnel practices.

4. The Interview Panel will recommend three (3) of the finalists interviewed (in no rank order) to advance to the second round of interviews with the Superintendent and/or Department Head.

(f) FINAL SELECTION PROCESS

1. Upon presentation of the three (3) finalists by the Interview Panel, the Superintendent or Chief, as appropriate, will:

- a. conduct a second round of interviews with the three finalists recommended by the Interview Panel. One finalist will be recommended to the Superintendent for appointment; or
- b. reject the finalist recommended by his designees and direct the Chief of Human Resources to begin a new search.

2. The Superintendent may also choose to fill the position by nomination for appointment in lieu of a new search.

History: Adopted 11-11-88; Revised 4-23-92, 6-18-97, 3-30-99, 4-25-06, 12-20-12
Cross Ref.: Admin. Policy 6.23 Recruitment and Hiring: Staff

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